# P0250 – PMIS Employee Lookup

This report provides a list of all employees who are active or separated in the PMIS system. The report provides look-up functionality to assist the user in locating a specific employee.

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**Variable Entry**

Available Variants: [       ] Save  Save As...  Delete          Show Variable Personalization

**General Variables**

| | Variable | Current Selection | Description |
|---|---|---|---|
| * | Organizational Unit | 20000000 | |
| * | Last Name UPPERCASE (Single Value, Manda | ABBOTT | |
| | First Name UPPERCASE (Single Value, Option | | |
| | Employment Status (Optional) | | |
| | Employee(s) PersNo. (Optional) | | |
| | Personnel Area(s) (Optional) | | |

OK  Check

*Standard Report Layout

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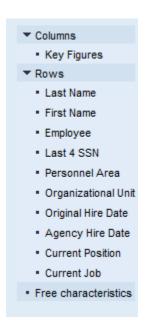| Last Name | First Name | Employee | Last 4 SSN | Personnel Area | Organizational Unit | |
|---|---|---|---|---|---|---|
| ABBOTT | ANY | 12345678 | 9999 | STATE OFFICE | 20000000 | North Carolina State Office |
| ABBOTT | BODY | 23456789 | 8888 | STATE OFFICE | 20000000 | North Carolina State Office |
| ABBOTT | CAN | 34567890 | 7777 | STATE OFFICE | 20000000 | North Carolina State Office |
| ABBOTT | DANCE | 9876543 | 5555 | STATE OFFICE | 20000000 | North Carolina State Office |

| Original Hire Date | Agency Hire Date | Current Position | Current Job | Current/Last Salary |
|---|---|---|---|---|
| 03/25/1995 | 03/20/1995 | SUPT | SUPERINTENDENT | 37,020.00 |
| # | # | MGR | MANAGER | 11,064.00 |
| # | # | WORKER | LABOROR | 14,916.00 |
| 04/05/1983 | 04/05/1983 | CLERK | CLERT | 11,184.00 |

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*Selection Criteria